

# PERSONNEL DEVELOPMENT PROGRAM REPORT FORMATS - SECTION I

Attached are the formats for the PDP statistical reports and suggested format for the detailed charts listing expected executive level vacancies and executive level development candidates. Please note these charts for FY 75 have been retitled.

## IDENTIFICATION OF EXPECTED EXECUTIVE LEVEL VACANCIES AND LISTS OF POSSIBLE ASSIGNMENT CANDIDATES

a. Show all expected vacancies for positions with grades GS-17 through GS-15 and SPS, in descending grade order, for Fiscal Years 1975, 1976, 1977, in sequence. Vacancies will occur as the result of the departure of senior officers because of resignation, retirement or reassignment to other vacant positions. Keep in mind the domino theory -- filling a senior vacancy with an officer already occupying a senior position, creates an additional executive vacant position. It is possible for one position to be projected to be vacant and requiring a replacement in each of the fiscal years. Dependent on the type of position (i.e., functional close relationship) and the numbers involved, the Career Service may group vacancies rather than list each by the specific title.

b. Unless firm decisions have been made and approved for assignments to projected vacancies, it is suggested that two or more candidates be identified as possible replacements for each vacant position. Thus the number of candidates identified should ordinarily be at least twice the total number of estimated vacancies per organizational or functional group. The same individual may appear as a candidate for more than one vacancy expected to occur in the three year time frame. Prospects or candidates for assignment may be designated from outside the Career Sub-Group or outside the Career Service.

c. If a prospective candidate is scheduled to retire within two years of the date he would encumber the expected vacancy, or is being considered to fill a vacancy for less than two years, attach to this chart an explanation of why he is a candidate.

d. The Head of the Career Service is asked to evaluate the advancement potential of each candidate appearing on this list and to insert the appropriate number, noted herein, in this column.

1 - one grade      2 - two grades      3 - more than three grades

## ROSTER OF CANDIDATES FOR EXECUTIVE LEVEL DEVELOPMENT

This is the listing of those officers in grades GS-13 - 15 whose performance has indicated they have the talent and potential for successful

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assignment to executive level positions. The chart is a proposed way of concisely outlining the assignments, experiences and specific training which will provide the opportunity to the individual for development in those areas where it has been determined he requires new or additional experience. The use of a gap sheet is helpful when preparing this type of chart. Both the objective and/or purpose of the action, as well as the action itself, is to be listed for the candidates. It is not necessary that the candidates, particularly the GS-13 officers, be listed for a specific executive level assignment in the particular three year time frame, but the general type of assignment for which they are being developed should be noted.

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